

# CABINET FOR FAMILIES AND CHILDREN

## DEPARTMENT FOR COMMUNITY BASED SERVICES

"An Equal Opportunity Employer M/F/D"



### DIVISION OF CHILD SUPPORT



12\*783

Action Memorandum  
DCS-AM-99-03

TO: Staff  
Division of Child Support  
Division of Service Regions  
Child Support Section

DATE: February 25, 1999

SUBJECT: Guidelines for Sending Payments to the Central Collection Unit

Due to the large volume of mail received each day, the Central Collection Unit (CCU) requests that you follow the guidelines listed below when you send payments. By following these guidelines, payments can be posted quickly and accurately.

- Do not use staples or scotch tape.
- If a IV-D number(s) appears on the front of the check or check stub, do not send any additional paper with the check or stub.
- If the IV-D number is known, include it on the item. This ensures correct identification and posting. Other helpful information is the obligor's name, the obligor's social security number, and the obligee's name.
- Retain for your records any correspondence received with the check.
- Retain for your records any employment termination notices.
- If there are any cases which deviate from the standard processing rules, inform CCU so that special instructions can be coded into their system.
- Please note that CCU can post DNA fees but not non-K-TAP application fees or sheriff's fees.

Attached to this action memorandum are the payment processing procedures used by CCU and a sheet for transmitting special posting instructions.

STEVEN P. VENNO, DIRECTOR  
DIVISION OF CHILD SUPPORT

Attachments: 2

children first